

Contract No.: GS10F0475P
Federal Supply Schedule Industrial Group 874 - Logworld Services
Contract Period: August 6, 2009 thru August 5, 2014

Labor Category Title	Base Yr Hourly Price Year 6	Option 1 Hourly Price Year 7	Option 2 Hourly Price Year 8	Option 3 Hourly Price Year 9	Option 4 Hourly Price Year 10
Senior Program Manager	\$79.67	\$81.67	\$83.71	\$85.80	\$87.94
Project Manager	\$70.23	\$71.99	\$73.79	\$75.63	\$77.52
Logistics Manager II	\$70.23	\$71.99	\$73.79	\$75.63	\$77.52
Logistics Manager I	\$62.38	\$63.94	\$65.54	\$67.18	\$68.86
Acquisition Logistics Specialists III	\$67.87	\$69.56	\$71.30	\$73.08	\$74.91
Acquisition Logistics Specialists II	\$63.93	\$65.53	\$67.17	\$68.84	\$70.57
Acquisition Logistics Specialists I	\$60.79	\$62.31	\$63.87	\$65.47	\$67.10
Logistics Engineer III	\$58.45	\$59.91	\$61.40	\$62.94	\$64.51
Logistics Engineer II	\$54.47	\$55.83	\$57.23	\$58.66	\$60.12
Logistics Engineer I	\$48.21	\$49.41	\$50.65	\$51.91	\$53.21
Operations Logistics Manager II	\$70.23	\$71.99	\$73.79	\$75.63	\$77.52
Operations Logistics Manager I	\$62.38	\$63.94	\$65.54	\$67.18	\$68.86
Data Management Specialists II	\$48.21	\$49.41	\$50.65	\$51.91	\$53.21
Data Management Specialists I	\$45.05	\$46.17	\$47.33	\$48.51	\$49.73
Technical Publications Writer/Editor	\$45.78	\$46.92	\$48.09	\$49.30	\$50.53
Technical Illustrator	\$40.23	\$41.24	\$42.27	\$43.32	\$44.41
Logistics Analysts II	\$50.57	\$51.84	\$53.13	\$54.46	\$55.82
Logistics Analysts I	\$48.21	\$49.41	\$50.65	\$51.91	\$53.21
Systems Analysts III	\$46.82	\$47.99	\$49.19	\$50.42	\$51.68
Systems Analysts II	\$46.82	\$47.99	\$49.19	\$50.42	\$51.68
Systems Analysts I	\$46.82	\$47.99	\$49.19	\$50.42	\$51.68
Computer Systems Administrator II	\$46.82	\$47.99	\$49.19	\$50.42	\$51.68
Computer Systems Administrator I	\$45.82	\$46.96	\$48.14	\$49.34	\$50.57
Materials Coordinator	\$30.31	\$31.07	\$31.84	\$32.64	\$33.46
Warehouse Supervisor	\$29.30	\$30.04	\$30.79	\$31.56	\$32.35
Supply Technician	\$35.07	\$35.94	\$36.84	\$37.76	\$38.71
Loading Dock Manager	\$30.31	\$31.07	\$31.84	\$32.64	\$33.46
Warehouse Specialists	\$28.15	\$28.85	\$29.57	\$30.31	\$31.07
Purchasing/Inventory Control Manager	\$50.57	\$51.84	\$53.13	\$54.46	\$55.82
Material Handling Supervisor	\$37.60	\$38.54	\$39.50	\$40.49	\$41.50
Shipping/Receiving Clerk	\$23.96	\$24.56	\$25.18	\$25.81	\$26.45
Truck Driver-Heavy	\$32.31	\$33.12	\$33.94	\$34.79	\$35.66
Truck Driver-Medium	\$28.07	\$28.78	\$29.50	\$30.23	\$30.99
Material Handling Laborer	\$21.45	\$21.99	\$22.54	\$23.10	\$23.68
Order Filler	\$24.15	\$24.75	\$25.37	\$26.01	\$26.66
Forklift Operator	\$26.28	\$26.94	\$27.61	\$28.30	\$29.01
Shipping/Packer	\$23.84	\$24.44	\$25.05	\$25.67	\$26.32
Stock Clerk	\$23.83	\$24.43	\$25.04	\$25.66	\$26.31

Service Contract Act (SCA) Wage Determination No. 05-2103, Revision #8, dated May 26, 2009, is incorporated into this contract, and the awarded prices for the SCA labor categories meet or exceed the minimum requirements in this wage determination. The SCA matrix and narrative are incorporated into the contract and must be included in the Contractor's price catalog on GSA Advantage.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Technical Illustrator	13042 - Illustrator II	2005-2103
Systems Analysts III	03103 - Computer Systems Analyst III	2005-2103
Systems Analysts II	03102 - Computer Systems Analyst II	2005-2103
Systems Analysts I	03101 - Computer Systems Analyst I	2005-2103
Computer Systems Administrator II	03074 - Computer Programmer IV	2005-2103
Computer Systems Administrator I	03073 - Computer Programmer III	2005-2103
Supply Technician	01410 - Supply Technician	2005-2103
Loading Dock Manager	21030 - Material Coordinator	2005-2103
Warehouse Specialists	21410 - Warehouse Specialist	2005-2103
Shipping/Receiving Clerk	21130 - Shipping Receiving Clerk	2005-2103
Truck Driver-Heavy	31363 - Truck Driver -Heavy	2005-2103
Truck Driver-Medium	31362 - Truck Driver-Medium	2005-2103
Material Handling Laborer	21040 - Material Expeditor	2005-2103
Order Filler	21071 - Order Filler	2005-2103
Forklift Operator	21020 - Fork Lift Operator	2005-2103
Shipping/Packer	21130 - Shipping Receiving Clerk	2005-2103
Stock Clerk	21150 - Stock Clerk	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

LABOR CATEGORIES DESCRIPTION AND FUNCTIONAL RESPONSIBILITIES

Senior Program Manager	Requires a bachelor's degree from an accredited college or university and fifteen years logistic management experience. Two years additional relevant experience can be substituted for each year of education shortfall.
Functional Responsibilities	Responsible for resource allocation; technical and management oversight; providing high level logistic operations expertise; and participation in briefings and meetings. Frequently provides subject matter or functional area expertise for logistic tasks in addition to fulfilling management responsibilities. Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, goals, and purposes of the organization. Serves as senior corporate representative responsible for overall contract performance. Generally does not serve in any other capacity under this contract. Assigned to complex programs involving, typically, multiple tasks, multiple performing organizations, and complex responsibilities.

Project Manager	Requires a bachelor's degree from an accredited college or university plus ten years management experience with five years at the project manager level. Two years additional years of relevant experience can be substituted for each year of education shortfall
Functional Responsibilities	Contractor's senior management representative for a large, complex task order, frequently subordinate to a program manager who is responsible for overall contract effort. Assists the program manager. Responsible for overall management of assigned task orders and for ensuring that the technical solutions and schedules in the task order are accomplished in a timely manner. Serves as the working level focal point between contractor, government technical and government contracting staffs. For assigned task orders, allocates resources, provides technical and management oversight, provides technical expertise, and participates in briefings and meetings.

Logistics Manager II	Requires a bachelor degree from an accredited college or university and 15 years logistic management experience. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Directs technical efforts of logisticians assigned to task orders. Serves as resident technical expert for logistics related issues. Coordinates technical issues with program and project managers. Performs independent work and provides comprehensive analysis and recommendations relative to planning, development, management, operation, and maintenance of logistic systems. Familiar with acquisition support; movement and maintenance of resources to include material requirements determination and acquisition planning, storage, movement, distribution, maintenance and disposition of material and equipment; and operation and maintenance of the infrastructure that supports these activities.

Logistics Manager I	Requires a bachelor degree from an accredited college or university and ten years management experience in integrated logistic support. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than a senior logistic manager, directs technical efforts of logisticians assigned to task orders. Serves as technical expert for logistic related issues. Coordinates technical issues with program and project managers. Performs independent work and provides comprehensive analysis and recommendations relative to planning, development, management, operation, and maintenance of logistic systems. Familiar with acquisition support; movement and maintenance of resources to include material requirements determination and acquisition planning, storage, movement, distribution, maintenance and disposition of material and equipment; and operation and maintenance of the infrastructure that supports these activities.

Acquisition Logistics Specialists III	Requires a bachelor degree from an accredited college or university and 15 years acquisition support experience. Must have minimum of four years experience managing acquisition support personnel assigned to or supporting an acquisition command. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Directs technical efforts of all acquisition support personnel assigned to task order. Serves as resident technical expert for logistic related issues. Coordinates technical issues with program and project managers. Performs comprehensive analyses across full spectrum of ILS elements. Performs ILS functions in conjunction with design, development, test and evaluation, production, fielding, and sustaining of systems or individual items of equipment. Functions include: definition and establishment of logistic program objectives, strategies, plans and schedules; development of logistic milestone documentation; development of logistic specifications or performance-based work statements; and other pre and post-award acquisition support.

Acquisition Logistics Specialist II	Requires a bachelor degree from an accredited college or university and 10 years acquisition support experience. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Coordinates technical issues with program and project managers. Performs comprehensive analyses across full spectrum of ILS elements. Performs ILS functions in conjunction with design, development, test and evaluation, production, fielding, and sustaining of systems or individual items of equipment. Functions include: definition and establishment of logistic program objectives, strategies, plans and schedules; development of logistic milestone documentation; development of logistic specifications or performance-based work statements; and other pre and post-award acquisition support.

Acquisition Logistics Specialist I	Requires a bachelor degree from an accredited college or university and 5 years acquisition support experience. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Coordinates technical issues with program and project managers. Performs comprehensive analyses across full spectrum of ILS elements. Performs ILS functions in conjunction with design, development, test and evaluation, production, fielding, and sustaining of systems or individual items of equipment. Functions include: definition and establishment of logistic program objectives, strategies, plans and schedules; development of logistic milestone documentation; development of logistic specifications or performance-based work statements; and other pre and post-award acquisition support.

Logistics Engineer III	Requires a bachelor degree in engineering or related discipline from an accredited college or university plus fifteen years of integrated logistic support experience. At least eight of the last fifteen years must have been spent in maintenance/logistic engineering. Two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Plans, controls, and directs technical logistic programs. Disciplines include: reliability and maintainability analysis, reliability centered maintenance, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, and logistic support analysis.

Logistics Engineer II	Requires a bachelor degree in engineering or related discipline from an accredited college or university plus 10 years of integrated logistic support experience. At least eight of the last fifteen years must have been spent in maintenance/logistic engineering. Two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Plans, controls, and directs technical logistic programs. Disciplines include: reliability and maintainability analysis, reliability centered maintenance, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, and logistic support analysis.

Logistics Engineer I	Requires a bachelor degree in engineering or related discipline from an accredited college or university plus five years of integrated logistic support experience. At least eight of the last fifteen years must have been spent in maintenance/logistic engineering. Two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Plans, controls, and directs technical logistic programs. Disciplines include: reliability and maintainability analysis, reliability centered maintenance, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, and logistic support analysis.

Operations Logistics Manager II	Requires a bachelor degree from an accredited college or university plus fifteen years of integrated logistic support management experience. At least ten years experience must be in operational logistic fields. Must have minimum of four years experience directing the efforts of operational logistic technicians. Designation as a CPL by the SOLE plus six years recent operational logistic experience may be substituted for a bachelor degree. Two years of additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Directs technical efforts of individual or team of logisticians assigned to task orders in support of operational logistics. Provides support for and analysis of operational ILS elements to include but not limited to contingency planning, transportation, resupply, communications, and food and shelter. Capable of analysis, development, and management of distribution systems; fleet planning and management; carrier management and routing; freight forwarding, consolidation and management; and supply tracking system design and operations.
Operations Logistics Manager I	Requires a bachelor degree from an accredited college or university plus 5 years of integrated logistic support management experience. At least five years experience must be in operational logistic fields. Must have minimum of two years experience directing operational logistic technicians. Designation as a CPL by the SOLE plus three years recent operational logistic experience may be substituted for bachelor degree. Two years of additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than an operations logistic manager, directs technical efforts of individual or team of logisticians assigned to task orders in support of operational logistics. Provides support for and analysis of operational ILS elements to include but not limited to contingency planning, transportation, resupply, communications, and food and shelter. Capable of analysis, development, and management of distribution systems; fleet planning and management; carrier management and routing; freight forwarding, consolidation and management; and supply tracking system design and operations.

Technical Publications Writer/Editor	Requires a bachelor degree from an accredited college or university and at least three years experience as a technical writer of specifications, standards, and technical manuals. Two years of additional relevant experience can be substituted for each year of education shortfall.
Functional Responsibilities	Capable of original drafting of technical and logistic documentation requiring an understanding of the basic concepts, practices and vocabulary relevant to the subject matter.

Technical Illustrator	Requires an Associate Degree or equivalent and three years experience as a technical illustrator.
Functional Responsibilities	Provides advice on proper and most effective formatting of technical documents. Demonstrates ability to design, plan and produce illustrations of different subjects using a variety of artistic styles and techniques including computer graphics, freehand, and using drawing instruments.

Logistics Analyst II	Requires a bachelor degree from an accredited college or university plus ten years logistic experience, five of which must be in logistic resource analysis. Two years of additional relevant logistic analyst experience may be substituted for each year of education shortfall.
Functional Responsibilities	May supervise performance and daily activities of other analysts. Independently analyzes and defines systems, equipment, or organizational ILS requirements. Analyzes logistic documentation and defines logistic support resource requirements. Performs comprehensive analyses across spectrum of all ILS elements across equipment life cycle. Capable of performing at least four of following: evaluating metrics; modeling logistic scenarios; assessing logistic studies; developing plans, conducting research, defining technical objectives, developing program schedules and milestones; producing quality logistic products related to support analysis,



	configuration management, resource analysis and life-cycle cost analysis; conducting logistic support analysis; conducting operational availability analysis; and reliability and maintainability analysis.
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Logistics Analyst I	Requires a bachelor degree from an accredited college or university and seven years logistic experience, three of which must be in logistic resource analysis. Two years of additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than a logistic analyst III, may supervise performance and daily activities of other analysts. Independently analyzes and defines systems, equipment, or organizational ILS requirements. Analyzes logistic documentation and defines logistic support resource requirements. Performs comprehensive analyses across spectrum of all ILS elements across equipment life cycle. Capable of performing at least four of following: evaluating metrics; modeling logistic scenarios; assessing logistic studies; developing plans, conducting research, defining technical objectives, developing program schedules and milestones; producing quality logistic products related to support analysis, configuration management, resource analysis and life-cycle cost analysis; conducting logistic support analysis; conducting operational availability analysis; and reliability and maintainability analysis.

Data Management Specialist II	Requires an AA Degree or equivalent plus ten years of integrated logistic support experience.
Functional Responsibilities	Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property management.

Data Management Specialist I	Requires an AA Degree or equivalent plus 5 years of integrated logistic support experience.
Functional Responsibilities	Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property

	management.
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Inventory Manager	Requires a bachelor's degree from an accredited college or university plus ten years management experience with five years at the project manager level. Two years additional years of relevant experience can be substituted for each year of education shortfall
Functional Responsibilities	<p>Ensures adequate inventory of materials and products in accord with inventory cycles and organizational philosophy. Conducts daily inventory analysis to solve inventory problems. Develops and implements inventory control procedures. Coordinates and manages daily physical cycle counts. Relies on experience and judgment to plan and accomplish goals.</p> <p>Conducts thorough and accurate inventories of military equipment turned into the program utilizing authorized/required military manuals and supply catalogs including inspection of equipment for cleanliness and proper documentation on approved/required military forms and records. Prepares equipment for issue including creation of proper military forms and records. Supervises warehouse workers during issue, storage and receipt processes. Assists in the development of methods and procedures to economize and expedite the inventory process.</p>

Administrative Specialist I	<p>Associate degree (or equivalent) in appropriate field.</p> <p>Three to five years of clerical experience, two of which must have included supervision, organization, coordination, and performance of duties at a responsible level.</p> <p>Knowledge of common word processing and database systems.</p> <p>Administrative and supervisory ability</p>
Functional Responsibilities	<p>Interprets policies and procedures as established by superiors.</p> <p>Establishes procedures that implement operational and/or fiscal policies.</p> <p>Drafts financial, statistical, narrative, and/or other reports as requested.</p> <p>Compiles data based on research techniques and on statistical compilations involving an understanding of operating unit programs, policies, and procedures.</p> <p>Independently composes reports and correspondence containing decisions that tend to establish precedents and which may commit a unit or superior to a course of action.</p> <p>Provides authoritative information that tends to establish precedents and which may commit a unit or superior to a policy or course of action.</p> <p>Coordinates the activities of, and provides semiprofessional service to, university committees.</p> <p>Arranges, participates in, and implements, as directed, conferences and committee meetings.</p>
Administrative Specialist II	<p>Associate degree (or equivalent) in appropriate field.</p> <p>Three to five years of clerical experience, two of which must have included supervision, organization, coordination, and performance of duties at a responsible level.</p> <p>Knowledge of common word processing and database systems.</p> <p>Administrative and supervisory ability</p>
Functional Responsibilities	<p>Drafts correspondence, memoranda, etc., for the department head's signature.</p> <p>May prepare agendas, materials related thereto, and see that all legal requirements are met.</p> <p>May be responsible for following up on action of a court, committee, assigned group, etc., to ensure that decisions are implemented, contracts are prepared, and appropriate parties are notified.</p> <p>Responsible for establishing and maintaining official documents and records in appropriate files.</p> <p>May be asked to attend some meetings, seminars, etc., possibly to take notes or furnish information.</p> <p>May do research for a project or a legal matter.</p> <p>May supervise subordinate clerical employees.</p> <p>May receive visits or calls regarding complaints which may be</p>

	resolved or referred to proper person for resolution. Performs such other duties as may be assigned.
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Computer Systems Administrator II	Associate degree required. Applicants must have (A) at least five years of full-time, or equivalent part-time, clerical experience in the operation of electronic data processing data entry equipment or statistical machines such as key punch, key to disk, key to tape and verifiers, and (B) which at least one year must have been in supervisory or administrative capacity, or (C) any equivalent combination required experience and the substitutions below.
Functional Responsibilities	Supervises and participates in the operation of an electronic computer in processing a variety of jobs; monitors job scheduling and arranges job streams for processing; reviews operator procedure instructions for device mounting, retention, and forms control; prepares and modifies erroneous job control cards when detected; supervises the initialization of the central computer system in accordance with the various operating system instructions; alters and assists in scheduling the computer system; directs the changes to class codes and priority conditions; directs the manipulation of the various queues; analyzes and redefines, when necessary, partition sizes and status; maintains utilization records and prepares reports concerning machine and employee production; participates with supervisors in reviewing electronic data processing utilization, workload and scheduling to determine efficiency of operation; recommends revisions to operating schedules based on operating experience; recommends action to improve efficiency of operation by eliminating bottlenecks in work flow and improving coordination with other units; makes emergency revisions to schedules when performing on second shift; periodically confers with analyst/programmers to discuss results of machine runs, explaining machine malfunctions which may have been caused by faulty programming; assists in the training and orientation of new employees and recommends the selection of personnel referred for hire or promotion; enforces operating rules and regulations and safety procedures.

Computer Systems Administrator I	<p>Associate degree required. Minimum of Three Years Experience</p> <p>Knowledge of: Principles and techniques of computer console operation; components of an electronic computer and their operation and functions; principles of computer programming; operating system concepts; job control language standards; program testing methods and procedures; and operating standards and procedures.</p>
Functional Responsibilities	<p>Supervises and participates in the operation of an electronic computer in processing a variety of jobs; monitors job scheduling and arranges job streams for processing; reviews operator procedure instructions for device mounting, retention, and forms control; prepares and modifies erroneous job control cards when detected; supervises the initialization of the central computer system in accordance with the various operating system instructions; alters and assists in scheduling the computer system; directs the changes to class codes and priority conditions; directs the manipulation of the various queues; analyzes and redefines, when necessary, partition sizes and status; maintains utilization records and prepares reports concerning machine and employee production; participates with supervisors in reviewing electronic data processing utilization, workload and scheduling to determine efficiency of operation; recommends revisions to operating schedules based on operating experience; recommends action to improve efficiency of operation by eliminating bottlenecks in work flow and improving coordination with other units; makes emergency revisions to schedules when performing on second shift; periodically confers with analyst/programmers to discuss results of machine runs, explaining machine malfunctions which may have been caused by faulty programming; assists in the training and orientation of new employees and recommends the selection of personnel referred for hire or promotion; enforces operating rules and regulations and safety procedures.</p>

Systems Analyst I	<p>Requires bachelor degree in computer science from and accredited college or university plus three years general experience working in computer systems environment. Two years of additional relevant computer experience may be substituted for each year of education shortfall.</p>
Functional Responsibilities	<p>To a lesser degree than a computer systems analyst III, with regard to logistic systems processes: identifies nature and scope of processes that can be automated; designs computer systems</p>

	to implement these processes; manages development of system specifications and design; assess input and output requirements, hierarchical structure, module interfaces and test plans; directs the efforts of lower level analysts, programmers in design and modification of storage structure and mappings.
Systems Analyst II	Requires bachelor degree in computer science from and accredited college or university plus seven years general experience working in computer systems environment. Two years of additional relevant computer experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than a computer systems analyst IV, with regard to logistic systems processes: identifies nature and scope of processes that can be automated; designs computer systems to implement these processes; manages development of system specifications and design; assess input and output requirements, hierarchical structure, module interfaces and test plans; directs the efforts of lower level analysts, programmers in design and modification of storage structure and mappings between data bases; and selecting and/or designating kinds of computers and peripherals to be used for specific applications.
Systems Analyst III	Requires bachelor degree in computer science from and accredited college or university plus ten years general experience working in computer systems environment. Two years of additional relevant computer experience may be substituted for each year of education shortfall.
Functional Responsibilities	With regard to logistic systems processes: identifies nature and scope of processes that can be automated; designs computer systems to implement these processes; manages development of system specifications and design; assess input and output requirements, hierarchical structure, module interfaces and test plans; directs the efforts of lower level analysts, programmers in design and modification of storage structure and mappings between data bases; and selecting and/or designating kinds of computers and peripherals to be used for specific applications.

Material Coordinator	Requires an Associate degree from an accredited college or university plus three years of industrial experience of which at least two years experience must be specialized in areas of functional responsibility. One year of additional relevant computer experience may be substituted for each year of education shortfall.
Functional Responsibilities	Is responsible for the materials management function relating to the planning, procurement, storage, control, and distribution of materials and products to meet company objectives and customer requirements. This involves the responsibility of directing and administering Purchasing, Production Control, Inventory Control, Shipping and Receiving, Customer Contact, and Material Stores.

Warehouse Supervisor	Requires high school diploma, Bachelor degree preferred, plus five (5) years experience in warehouse functions.
Functional Responsibilities	Supervises team of warehouse personnel to include, among others, stock/storage clerks, drivers, packers, receiving clerks, and supply specialists. Responsible for drafting daily work schedules including inventories as required by both contract and for accuracy verification; reporting to management; and supervising all aspects of daily warehouse operations. Responsible for making warehouse operational reports to clients and for managing all personnel matters, including leave and holiday scheduling and disciplinary actions and reporting same to higher company authorities. Experienced in following minimum warehouse functions: receipt of material, storage, inventory/stock control, quality assurance, and kit assembly, shipment, and reclamation.

Supply Technician	Requires high school diploma, Associate degree preferred, plus five (5) years experience in warehouse functions.
Functional Responsibilities	Capable of supervising junior warehouse personnel. Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and



	pulls stock.
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Loading Dock Manager	Requires a high school diploma or equivalent and five years experience in warehouse functions.
Functional Responsibilities	Capable of supervising junior warehouse personnel. Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and pulls stock.

Warehouse Specialists	Requires a high school diploma or equivalent plus three (3) years experience in related industry.
Functional Responsibilities	Performs warehouse functions such as kit receipt, and kit assembly shipment, and reclamation. Fills orders and packages them in proper shipping format. Performs physical tasks associated with receipt and shipment of orders. Assembles packages, assists in preparation for distribution, and pulls stock.

Material Handling Supervisor	Associate's degree in Business or a related field, or a commensurate level of related experience. Three (3) to five (5) years' specifically related experience.
Functional Responsibilities	Manages personnel and organizes activities to ensure effective and efficient processing, shipping, storage, and issuance of materials throughout the manufacturing organization. Plans and manages manpower and the physical consolidation floor to support shift activity and meet weekly revenue requirements. Manages the inventory positions of all products and coordinates with all areas necessary to ensure that adequate stock levels are maintained. Is responsible for coordinating documentation of physical product to ensure timely, damage-free, and accurate shipments.

Shipping/Receiving Clerk	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
Functional Responsibilities	Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and



	shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and pulls stock.
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Truck Driver-Heavy	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
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Functional Responsibilities	Must possess a valid CDL License to operate over-the-road heavy truck measuring 30ft or less to deliver finished goods to customers. Loads or assists in loading trailer with materials, unloads or assists in unloading trailer by using forklift or hand truck, operates semi-truck with one or two trailers, according to state laws, transports load over required route to proper destination, observing all traffic laws and safety regulations, obtains shipping bills of lading and necessary signatures and returns completed paperwork to shipping office.
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Truck Driver-Medium	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
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Functional Responsibilities	Must possess a valid CDL License to operate over-the-road heavy truck measuring 30ft or less to deliver finished goods to customers. Loads or assists in loading trailer with materials, unloads or assists in unloading trailer by using forklift or hand truck, operates semi-truck with one or two trailers, according to state laws, transports load over required route to proper destination, observing all traffic laws and safety regulations, obtains shipping bills of lading and necessary signatures and returns completed paperwork to shipping office.
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Material Handling Laborer	A minimum of High School Diploma is required. Three (3) to five (5) years' specifically related experience.
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Functional Responsibilities	Moves materials to and from storage and production areas, loading docks, delivery vehicles, ships' holds, and containers, either manually or with forklifts, dollies, hand trucks, or carts. Specific duties vary by industry and work setting. In factories, they may move raw materials, components, and finished goods between work areas and to and from storage areas and loading docks. They receive and sort materials and supplies and prepare them according to work orders for delivery to work or storage areas. In grocery stores, they stock shelves, bag groceries, carry packages to customers' cars, and return shopping carts to designated areas.
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Forklift Operator	One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent of education and experience.
Functional Responsibilities	Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Positions forks, lifting platform, or other lifting device under, cover, or around loaded pallets, skids, boxes, products, or materials or hooks tow truck to trailer hitch, and transports load to designated area. Weighs materials or products and records weight on tags, labels, or production schedules. Loads or unloads materials onto or off of pallets, skids, or lifting device, also lubricates truck, recharges batteries, fills fuel tank, or replaces liquefied gas tank.
Stock Clerk/Order Filler	A minimum of High School Diploma is required. One (1) year of general knowledge of warehouse procedures.
Functional Responsibilities	Obtain merchandise from warehouse shelves to fill orders for nonstick items or special orders, carefully verifying identifying information and quantities. Places items in containers and wraps so that the invoice is visible.
Shipping Packer	A minimum of High School Diploma is required. Three (3) years of related experience.
Functional Responsibilities	Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment and reclamation. Performs physical and clerical tasks associated with receipt and shipment orders. Pack items in designated cartons per customer order. Fills orders and packages them in proper shipping format.

Warehouse Manager/Purchasing/Inventory	Requires high school diploma, with bachelor degree preferred, plus 15 years experience in warehouse functions.
Functional Responsibilities	Supervises team of warehouse personnel to include, among others, stock/storage clerks, drivers, packers, receiving clerks, and supply specialists. Responsible for drafting daily work schedules including inventories as required by both contract and for accuracy verification; reporting to management; and supervising all aspects of daily warehouse operations. Responsible for making warehouse operational reports to clients and for managing all personnel matters, including leave and holiday scheduling and disciplinary actions and reporting same to higher company authorities. Experienced in following minimum warehouse functions: receipt of material, storage, inventory/stock control, quality assurance, and kit assembly, shipment, and reclamation.

Inventory Specialists	High school diploma, equivalency certificate, or proof of sufficient reading, mathematics, and computer skills to fulfill essential functions. Basic knowledge of inventory control procedures. Proficiency in keyboarding and experience with computerized inventory systems. Skill in organizing work efficiently and ability to work with minimum supervision. Skill in communicating with warehouse workers, the purchasing department, and with outside vendors. Previous certification as a forklift operator desirable but not required.
Functional Responsibilities	Accurately maintains computer records of all goods received and shipments made on a daily basis. Gives inventory reports to purchasing and inventory control manager. Places orders with suppliers up to authorization limits when the established "low" point is reached. Establishes and maintains good working relationships with vendors. Tries to establish two sources for frequently purchased items. Studies regular inventory reports to determine which items can be scheduled for regular delivery in order to reduce the necessity for special orders. Conducts frequent partial physical inventory audits to verify accuracy of computer records; conducts a complete physical inventory count annually. Maintains a computerized inventory system and, under direction of the purchasing and inventory control manager, may upgrade the software from time to time.



	Participates with the manager in determining purchase requirements for blanket orders.
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